

Survey Webcast Training
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Guidelines For Completing The Survey

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“Guidelines” Topics

- Who must complete the Survey
- Products covered by the Survey
- Selection of product categories and codes
- Grouping of products on the forms
- Submission of product labels

Who must complete the Survey

- Responsible Parties of products reportable under this survey
- Formulators
- Other Companies

Products covered by the Survey

Recall:

- Two-phases to this comprehensive survey (2003 and 2005)

Refer to:

- Types of products to report and not to report (page III-3)
- The Category List: Attachment A

Types of Products to Report...and not to Report (survey packet page III-3)

Report:

- chemically formulated *consumer* and *commercial products*
- over-the-counter drugs (OTC), anti-microbial, and health benefit products
- select pet care products

Types of Products to Report...and not to Report (survey packet page III-3) con't

Do not Report:

- industrial products used exclusively for on-site manufacture or construction of goods or commodities, (except thinners, reducers, and industrial aerosol adhesives)
- Prescription-only drugs
- Aerosol Coating Products (Surveying for 2005)
- Agricultural use products
- Laboratory Reagents
- Refrigerants
- Others...

The Category List: Attachment A

- Organized by market sectors
- BOLDDED categories are defined
- Categories with 5-digit codes are reportable for this survey (2003), all others are proposed for next survey (2005)

Selection of product categories and codes

- Choose the category that best describes your product, following the product's *Principle Display Panel*
- Some products will have "Additional Category Codes" to list on FORM 3
- All reportable products will fall somewhere on the list; "Other" categories also provided

Grouping of products on the forms

- Products can only be grouped if they meet grouping criteria- see definition of *Product Group*
- Products with more than 2% variation in VOC content can not be grouped
- Details of grouping need to be listed on Supplement to FORM 3

Submission of product labels

- For each product or product group reported, one entire label must be submitted
- Labels can be submitted electronically, or by hardcopy
- Labels submitted in 2001 survey may not need to be resubmitted (see criteria on page III-9)

THE END

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